

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2012-002	Date: January 18, 2012	Ref:
Subject:	TRANSLATOR/PROTOCOL ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: FSN-6, Translator/Protocol Assistant
OPENING DATE: January 18, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full Time, 40 Hours/Week
SALARY: 7,257,867 XAF
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ suitable and qualified candidate for this position of Translator/Protocol Assistant.

BASIC FUNCTION OF POSITION

The incumbent serves as Translator and Protocol Assistant for the Mission. He/she translates documents between English and Spanish, drafts diplomatic notes and other documents, and serves as interpreter as needed. He/she coordinates protocol for the Ambassador, Deputy Chief of Mission and visiting dignitaries, developing and maintaining close contact with protocol counterparts at the Presidency, Prime Minister's Office and the Foreign Ministry and other Government agencies that would facilitate arrangements for the Mission.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** Completion of High School is required.
2. **Experience:** Minimum of 1-5 years' work experience in an international organization or large local business or institution.
3. **Language:** Level IV (Fluent, professional spoken and written) English and Level IV Spanish (fluent, professional spoken and written) are required.
4. **Job knowledge:** Extensive grammar and vocabulary skills for both English and Spanish. Translation concepts used for accurate, clear translations that capture the meaning and intent of an original document. Knowledge of Department of State official protocol procedures. Must be computer literate in MS Office, and the Internet.

5. **Skills and Abilities:** Interpretive abilities that will guarantee translated documents capture the meaning and intent of the original document. Must have excellent writing skills, and pay attention to details. Must have good computer skills. Must have excellent research skills on the internet and Department of State websites to search for regulations, guidance and specific information.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
 3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT:

Tel: (+240) 333 098 895, HR Section

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFM's of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizenship;
 - Be at least age 18;
 - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THIS POSITIONS WILL CLOSE ONCE FILLED
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.